

NETHER GREEN JUNIOR AFTER SCHOOL CLUB

Arrival and departures - ASC

Policy statement:

Nether Green Junior After School Club recognises that the safe arrival and departure of the children in our care is paramount. We will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded in a register. The register will be kept in an accessible location on the premises always. This process will be supplemented by regular checking of the register and monitoring signing out by parents/guardians. Any children who are booked in but do not turn up and no message has been left stating that they will not be in, will be chased up by staff checking with school and phoning the relevant numbers. If we are still unable to find the child after this procedure is followed, then we will follow the missing child policy.

- COVID-19 adjustment – Staff will sign all children out and will only do so if the parent is known to them.
- IR children are brought down by staff member and start the club earlier due to staggered start & finishing times, as long as the club is able to offer this.

Procedure

ARRIVALS

- Check for messages of any cancellations with the school office and on the club phone. Parents are instructed to leave messages on the landline and not with the manager, as the manager could be absent because of illness or training etc.
- The children are expected to arrive under their own steam from their classrooms to the Dining Hall Area after the bell has signalled the end of the school day. This should take no longer than 10 minutes.
- All children will be met and greeted by Nether Green Junior After School Club staff upon arrival and their arrival recorded on the club register. Once ticked into club on the register, the children are officially the club's responsibility.
- Any children who are not attending that day will be written on the register with a simple reason of why, if it isn't too personal e.g. friends for tea/ illness etc. Any reason which should be confidential should be marked as not in today/ cancelled.
- Should be marked as not in today if self-isolating
- Mainstream children are expected to arrive at the club by 3.45pm (or within 10 minutes of the staggered school leaving time whilst this is in place) the staff member taking the register will look around the room to see if any have sneaked in, and recheck the lists of clubs that are on to see if their name is down to attend one of them first. Staff will also ask children attending the club if they have seen or spoken to the missing children that day, go and check with the school to see if they were in school that day, or if they have any other clubs/trips to attend before coming to the after-school club. Staff will check that children are present at other clubs but coming to us later.
- Staff will contact all contacts for the child to find whereabouts.
- If whereabouts are still unknown, staff can liaise with the club manager to check if there are any alterations that may have been missed.
- If the child is not found, then parents/carers are phoned up as to the whereabouts of their child/children. If they do not answer and all the numbers have been phoned, then you must leave a message:
"it is now..... we have tried to reach you as your child has not come down to the after-school club and no cancellations have been conveyed to us. We have phoned

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*all the numbers left for us and have been unable to contact you. If we do not hear from you within the next minutes will contact the police regarding your child and listing them as a missing person. Please phone us on **0114 2307939**.*

This must be done by 4.10 p.m. (ideally within 15/20 minutes of the child leaving school) and if none of the above gives a conclusive answer then contact your supervisor and ask what to do next. ***If all else fails, then the police must be phoned on 101 by this time.***

DEPARTURES

- Upon collecting a child, the parent/carer must sign their child out on the register and add the time of departure, at this point responsibility is handed back to the person collecting.
- **As above, staff to sign out.**
- Parents have provided us with at least 2 emergency contact details, if possible. In an emergency, we will only allow a child to be collected by someone who is not familiar to the staff team, if we have received prior consent, ideally a written note, in addition to this the person collecting your child must provide us with the pre-agreed password for verification purposes or ID must be present.
- Children are not permitted on the premises before or after the session time booked, due to costs involved a late collection fee parents will be charged per child. This will be charged on every occasion; the fee level is £20 for the first 10 minutes then £5 per every 5 minutes afterwards.
- When collecting from the club, parents must allow sufficient time for discussions with staff prior to the end of their child's session, still ensuring that they leave the club by the end of the stated finish time. Time must also be allowed for payment of extra sessions when paying with cash.
- The staff at Nether Green Junior After School Club reserve the right to question the suitability and/or state of a parent/carer who arrives to collect their child. If the parent/carer appears to be in an unfit condition, the Safety/Well-being of the child will be the primary concern.
- If parents are late or know that they are going to be late collecting their child, they must call us ASAP so we know not to implement the uncollected child policy.
- If a parent is late collecting, 2 members of staff must stay with the child, under no circumstances is the child to be left alone.
- If a parent has requested someone else to collect, a password must be given to those collecting and to the club so that we can confirm the correct people are collecting. ID can be taken if full name of collector is given to staff previously.
- When letting the club know changes of who is collecting, parents are to give the full name of the child and collector, so no confusion can be made as to which children they are leaving with, as there are children who attend who have the same first/last name. That person may be asked to show identification.
- In an emergency, where the authorised adult cannot collect the child, the person who does collect the child will need to provide sufficient evidence that he/she has the

NGJASC classes a person of responsibility in regards to collections as aged 16 and above. If a collector is aged 14 to 16, then we must have written permission. It must state that permission is given for the minor to take responsibility at any time of collection/specific time of collection. This is the same when permission is given for a child to walk home (we do not let children in year 3 & 4 walk home). Children in year 3&4 must be collected by someone over the age of 14years. However, a person over 18 must collect children aged 7 and under. If a sibling of aged 11-14 is coming to collect a year 5/6 child, then that child will be classed as walking home alone and the procedure above followed for children walking home- signed out by staff.

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authorisation of the parent/carer. The child's safety will be the primary concern at all times. We hopefully will have sorted any issues out before hand and will have arranged a password with the parent.

- NGJASC will only pass on responsibility to adults but may pass on to young adults' dependant on the age/stage of the child. We work along the below guidelines....

Absences:

- Parents/carers must notify the club if your child will not be attending a club session. This is important for your child's safety.
- If your child is not going to attend a session, please let a member of the senior member of staff know before the session starts. Please do not assume that if school personnel know of the absence of a child, the club staff will know as well, as Nether Green Junior After School Club is a totally separate organisation. **Please call the club: 0114 2307939. Messages can be left before 3.05pm – opening time.**
- Parents/Carers must notify the Club as soon as possible or by 3.15pm if their child will not be attending i.e. going to friends for tea or staying behind for after school activities; as if the child does not arrive when expected we will then implement the missing child procedure.
- If your child is attending another club or has a sporting event after school and will be late to the Nether Green Junior After School Club please notify our members of staff, as we will be unaware of your child's whereabouts.
- If your child is absent from NGJASC (including illness or holiday) on their standard booked day or additionally booked sessions, no refunds will be made or accounts credited.
- NGJASC will remind parents often about the importance of notifying us of cancelled sessions and how best to do so. Repeated instances will be recorded and the NGJASC will be notified if these instances become a safeguarding concern and/or effect the efficient running of the club.

Children attending other clubs:

- A snack and drinks will still be offered to your child on arrival.
- You must inform us, if your child is not attending another club when he/she is expected to do so, so we can ensure he/she will be with us straight after school.
- If your child is no longer attending another club, we must be notified promptly.

This policy was adopted at a meeting of		name of setting
Held on	<u>December 2021</u>	(date)
Date to be reviewed	<u>December 2022</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Tammy Nelson</u>	
Role of signatory (e.g. chair/owner)	<u>Manager</u>	